

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON SEPTEMBER 1, 2000.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR DEBORAH BRAGG OR FRANK YATOR. NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO), Washington, D.C.

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2), Quality Assurance Through Attributes Program (GPO Pub. 310.1), and Contract Cost Principles (PRA 305.9), in effect at the time the offer is submitted. In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements may be used exclusively in all specifications.

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF ESTIMATED TAX VOUCHERS PACKAGE 1040-ES/V (OCR) FOR TAX YEAR 2001

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SCOPE: These specifications cover the production of 17,000,000 9-piece mailer packages. All packages will consist of one set of 1040-ES tax vouchers (4 up), one 1040-V payment voucher/instruction, one 6-page 1040-ES instruction, four 1040-ES return envelopes, and one extended-flap return envelope, all items inserted into a mailer envelope. All vouchers are printed, and computer imaged (impact or nonimpact). NCOA processing required. The packages are to be sorted for Standard Mail (A) presorted, trayed mailing and turned over to the USPS.

NOTE: Due to the numerous exhibit pages in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown of Standard Mail (A). The quantities are broken out by IRS Service Center address. Later quantity adjustments may be made.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 20% of the pamphlet and envelope quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made by updates to Exhibit 1 or by telephone, and will be the final quantity *prior to deducting the NCOA undeliverables*, (see section 7.1.1). These adjustments will not change the scheduled turnover to USPS dates. Billing adjustments for scheduled quantity changes (+ or -) *and for subtraction of undeliverables*, will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section). If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final contract quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The predominant production function of this contract is either 1) printing, 2) imaging of the vouchers, or 3) insertion of the components into mailer envelopes and mailing. The provisions of Article 6, "Subcontracts," of Contract Clauses in GPO Contract Terms (Pub. 310.2), are modified to permit subcontracting of the printing of the envelopes.

Section 1 - Schedule

<u>Date</u>	<u>Event</u>
09-01-00	Bid opening.
09-15-00	Award of contract (purchase order number by phone). Electronic media for preproduction voucher samples, vouchers, and envelopes, plus diskette for new move service center code correction, available for pickup at GPO. (See Sections 4.5, 4.6, and 6.5)
09-22-00	Test cartridges to contractor.
11-13-00	Production & Quality Plans to GPO (See Sections 1.2 and 9).
11-13-00	Security Letter to IRS (See Section 7.15).
11-13-00	Ship preproduction voucher samples. (See Section 4.5)
NEGOTIATED	Preproduction Conference At Contractor's Plant. (See Section 1.2)
11-20-00	Final quantity adjustments.
11-20-00	Cartridges furnished to contractor.
11-27-00	NCOA Report and Drop shipment proposal due (See Sections 7.1 and 8.7).
12-08-00	Electronic media for instructions available for pickup at GPO. (Proofs, See Section 5.4)
01-16-01	Contractor must submit postage summary report and copies of all PS Form 3602 (See Sect. 2.4).
01-16-01	Ship samples to IRS (See Section 10 B).
01-16-01	Earliest date mail may be turned over to USPS.
01-26-01	Complete mailing.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the Government may negotiate a supplemental agreement for new completion dates.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

1.1 A preaward plant survey may be conducted by GPO and IRS personnel to determine if the successful contractor (and his subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit 2 copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, Attention: IRS Control Desk, North Capitol & H Sts. NW, Washington, D.C. 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting masterfile magnetic cartridges, as well as the security of the cartridges and taxpayer information, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements

which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

1.3 Quality Systems Audit: In connection with the preproduction conference, should the government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS work for the first time.

1.4 INSPECTION NOTIFICATION: 72 hours prior to start of envelope production, voucher printing, instruction printing, laser or ion deposition imaging and mailing operations, the contractor must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629/4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 Postage Summary Report (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Fax the reports and notifications to 202-622-6629/4139.

Section 2 - MATERIALS

2.1 FURNISHED BY GOVERNMENT: 1) Files via electronic transfer for preproduction voucher samples, vouchers, envelopes, and instructions; 2) envelope templates; 3) a construction sample; 4) camera copy for Lockbox Problem Report form (to be produced and included with each shipment of preproduction samples to banks; and a listing of states and zip codes that file at each service center (for correction of new move address service center codes); a construction dummy; and forms (one for each bank) to be included with shipment of preproduction samples to banks.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 4.0 (all images in the PDF files will be hi-resolution and all fonts will be embedded in the files). Contractor must have Adobe Acrobat 4.0 to open the files. Prior to image processing, the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High resolution image processors must be used if generating films. The contractor must verify the accuracy of the postal barcodes, output as part of the envelope printing, with the USPS.

2.1.2 Contractor must schedule an advance planning meeting with the Postal Service, prior to imaging, to request the furnishing of sacks, trays, pallets, trucks and to coordinate a mailing plan.

2.1.3 DISPOSITION OF FURNISHED MATERIALS (All materials are to be returned by traceable means at contractor's expense): Electronic media, envelope quality control templates, and construction sample (see (1), (2), and (3) above) must be returned by February 26, 2001, to IRS, Attn:Terry Costa, Room 1231/OP:FS:M:T:M, 1111 Constitution Ave. NW, Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. The address cartridges supplied by the IRS must be returned to: IRS, Martinsburg Computer Center, Route 9 and Needy Rd., Martinsburg, WV 25401, Attention Tape Library. Balance of furnished materials may be disposed

of at contractor's discretion 30 days after completion of final tax package shipments.

All duplicate cartridges or resultant printouts shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer. (See Privacy Requirements Exhibit)

2.2 FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished cartridges and the following:

2.2.1 Stock:

1040-ES Tax Vouchers and 1040-V Vouchers/Instructions (must be) - White OCR Ledger, basis weight 90 gsm (basis size 17 x 22", 24 lbs. per 500 sheets), equal to JCP Code O-25.

1040-ES Instructions (at contractor's option) - White Bond, basis weight 75 gsm (basis size 17 x 22", 20 lbs. per 500 sheets), equal to JCP Code G10 or White Writing, basis weight 75 gsm (basis size 17 x 22", 20 lbs. per 500 sheets), equal to JCP Code D10 or White Offset Book, basis weight 75 gsm (basis size 25 x 38", 50 lbs. per 500 sheets), equal to JCP Code A60, White OCR Ledger, basis weight 90 gsm (basis size 17 x 22", 24 lbs. per 500 sheets), equal to JCP Code O-25, or White/Natural (MUST be light shade) Newsprint, basis weight 45-50 gsm (24 x 36", 28 to 30 lbs. per 500 sheets), must be equal to JCP Code A10.

1040-ES Return Envelopes (covered window and Security Print required) - White Wove, basis weight 90 gsm (17 x 22", 24 lbs. per 500 sheets) 95 percent bleached chemical pulp; unbleached and/or groundwood not to exceed 5 percent; bursting strength must not be less than 138 kPa (20lb/in²); average opacity not less than 86 percent (no individual opacity measurement less than 84 percent); containing a minimum of 30 percent waste paper.

Mailer Envelope (with covered window) and Extended-flap Return Envelope (without window) - White Wove, basis weight 90 gsm (17 x 22", 24 lbs. per 500 sheets) 95 percent bleached chemical pulp; unbleached and/or groundwood not to exceed 5 percent; bursting strength must not be less than 165 kPa (24 lb/in²); average opacity not less than 89 percent (no individual opacity measurement less than 87 percent); containing a minimum of 30 percent waste paper.

2.3 JCP Standards: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" in effect at the time the offer is submitted.

2.4 The contractor must submit copies of all PS Form 3602 in a disk format to: IRS, Room 1231, Attention: Terry Costa, 1111 Constitution Ave. NW, Washington, DC 20224.

Section 3 - Package Construction:

Each package consists of items (a) thru (e) inserted into (f). There are 17,000,000 packages and they must meet all the requirements of the U.S. Postal Service and these specifications. See Exhibit 1 for the quantity breakdown by IRS service center.

3.1 Each package must contain the following components:

- (a) One set of 1040-ES Tax Vouchers (1 set of voucher nos. 1, 2, 3, & 4).
- (b) One copy of 1040-V payment voucher/instructions.
- (c) One copy of 1040-ES Instructions.
- (d) Four 1040-ES return envelopes (covered window).
- (e) One extended-flap return envelope (without window).
- (f) A mailer envelope (covered window).

Section 4 - Vouchers:

4.1 Quantity/Size:

4.1.1 1040-ES Tax Vouchers: 68,000,000 single vouchers - 203 x 76 mm (8 x 3"). There are four 1040-ES vouchers in 1 set, and each four voucher set must contain the same address, 17,000,000 4-up voucher sets, 203 x

305 mm (8 x 12"). Perforations are required horizontally every 3" inches between vouchers. Contractor to perforate so that vouchers are easily and cleanly separated. Vouchers must be folded, on perforations, to fit mailer envelope.

4.1.2 1040-V Payment Vouchers/Instructions: 17,000,000 single vouchers - 203 x 76 mm (8 x 3"). The 1040-V voucher taxpayer address corresponds to the address on the 1040-ES vouchers. The overall size of the voucher and instruction sheet is 203 x 305 mm (8 x 12").

Perforations are required horizontally 3" inches from the bottom trim edge to provide a detached size of 203 x 76 mm (8 x 3"). Contractor to perforate so that vouchers are easily and cleanly separated. Fold, on perforations to 203 x 229 mm (8 x 9"). Fold again to allow address to fit mailer envelope window.

At contractor's option: The 1040-ES Tax Vouchers and the 1040-V Payment Vouchers/Instructions may be nested.

4.2 Printing:

4.2.1 1040-ES Tax Vouchers: Print face only in PMS 375-U Green Ink and Black Ink.

4.2.2 1040-V Payment Vouchers/Instructions: Print face only in Pantone Process Blue Ink and Black Ink.

Computerized addresses and OCR Scan line on face of vouchers to be imaged in black. (See Section 2 for stock) Margins: Single voucher - 3 mm (1/8") head and foot, center sides.

4.2.3 Screen: Face of each voucher contains a screened background. The contractor is to furnish a 15% tone of a 110-line screen, (may be simulated).

4.3 Computerized Imaging: Vouchers require computerize imaging, either impact or nonimpact (repetitive data on each voucher within a package) of the address, carrier route endorsement, bar code, and 1 scanline directly on the product in OCR-A, Font Size 1, utilizing furnished magnetic cartridges. These cartridges are to be received by the contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required. It is the contractor's responsibility to ensure that the imaging equipment used for this contract has the capability to image all required areas (See Exhibit 6). *The imaging must be in non-magnetic black ink and the ink cannot contain any magnetic properties such as ferrous oxide.*

4.3.1 Address Copy Changes: The addresses change from package to package. Bar code, carrier route endorsement, and other optional endorsement lines must be in one set position throughout the run, and appear with the address in the window of the mailer envelope of each package. However, the social security number(s) must NOT be imaged in the address area. *The contractor will have to do some programming to 1) output a constant 2-digit numeric character on the scanline of the 1040-V payment voucher and 2) include the Service Center address on the face of all vouchers. The Service Center address will be imaged directly onto the voucher.* (See Exhibit 6, Pages 2 and 3)

4.3.2 Lockbox Address Changes: The contractor will have to do some programming to create and image the appropriate Lockbox Bank address below and to the right of the voucher scanline in an area 76 x 6 mm (3 x 1/4"). Each IRS Service Center will have a different Lockbox Bank Address (See Exhibit 6, pages 2 and 3).

4.3.3 If cartridges furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor will be required to develop software to edit and reposition the various data elements taken from the cartridge to be applied to the vouchers. *The contractor will also be required to produce a unique number for each voucher set, so the contractor may retrieve & reproduce records for any unusable sets, by using their equipment.* If the unique number contains more than 10 characters it must not begin with 1800, 1877, 1888, or 1900.

4.3.4 The contractor will be required to take information from the furnished cartridges and format it to create 11 digit Delivery Point Barcodes for the return and mailing addresses. One barcode is to be positioned on the 1040-ES voucher below the city, state of the return address and the other barcode is to be positioned either between the carrier endorsement line and the first name line or below the last line of the mailing address, which is imaged above the instructions for the 1040-V voucher (see Exhibit 6, Pages 2 and 3).

It will be the contractor's responsibility to do a further sortation to a 5 digit delivery point barcode, 3 digit delivery point barcode, and basic ZIP+4 delivery point barcode. In addition, the contractor must convert furnished address cartridges from all carrier route, sack-sorted mail to either all tray-sorted or a combination of the two for the purpose of the government receiving the U.S. Postal Service's delivery point barcoded mail discounts.

4.3.5 Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that not more than 6 percent of the delivered vouchers contain an illegible (non-scanable) line on the voucher when run on Banc Tec Models TRP 700, 9400, 9500, DP500 or Unysis scanner models. The contractor must provide for replacement of any damaged, mutilated voucher sets, or illegibly addressed packages. The contractor must immediately replace any damaged, mutilated or illegibly addressed voucher sets during the imaging operation. Replacement must be accomplished as damage occurs in order to maintain proper Zip Code sequence. The contractor will be furnished a record layout. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at end of run by using the unique number on the vouchers to rerun replacement voucher sets. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing. Any damaged, mutilated, or illegibly addressed packages **MUST** be shredded immediately after replacement.

4.4 Scanline (See Exhibit 6, pages 2, 3 and 4): The scanline must print in OCR-A, alphanumeric typefont, size 1, must be vertically positioned 6 mm (1/4") from the bottom of the voucher to the bottom of the scanline, and the rightmost character must end 89 mm (3-1/2") from the right edge of the form. Allow a clear band of 6 mm (1/4") above and below the midpoint of the scanline, the scanline should occupy the center of the clear band. The minimum acceptable clear space between characters is 1 mm (0.014"). Characters in the scanline must not run out of the Optical Reader's field of view. Over a 194 mm (7-5/8") line of print, the line should not be skewed more than 1.4 degrees. The maximum allowable rotation of the character image is +1.5 degrees measured relative to the baseline of the scanline. All scanlines on the forms must be imaged by either laser or computer imaged in the specified readable OCR ink. The characters must be clean and sharp with well-defined edges. They must have uniform density, no voids or fill-ins, and the strokes are of average thickness. The ink must be sufficiently non-reflective. In addition, there should be no extraneous ink or other marks around the characters. Non-scan information on the voucher should be printed in inks that do not absorb light to which the scanning device is sensitive. Ensure one blank field between each element as described below:

1040-ES Tax Voucher

NNNNNNNNN AA AANN NN N NNNN NNN
 A B C D E F G

Key: N – Numeric A - Alpha

A. TIN/SSN	9	N	Varies
B. Check Digit	2	N	Varies
C. Name Control	4	A	Varies
D. MET	2	A/N	Varies
E. TIN Type	1	N-	Varies
F. Tax Period	4	N	Varies
G. Transaction Code	3	N	Varies
H. Payment Amount	11	N	Varies

1040-V Payment Voucher

NNNNNNNNN AA AANN NN N NNNN NNN
 A B C D E F G

Key: N – Numeric

A - Alpha

A. TIN/SSN	9	N	Varies
B. Check Digit	2	N	Varies
C. Name Control	4	A	Varies
D. MET	2	A/N	Varies
E. TIN Type	1	N-	Varies
F. Tax Period	4	N	Varies
G. Transaction Code	3	N	Varies
H. Payment Amount	11	N	Varies

4.5 Preproduction Voucher Samples. Using furnished test cartridges and dummy copy, submit 2,525 sets of 1040-ES Tax Vouchers (4-up) (10,100 single vouchers) printed in PMS 375-U Green Ink and Black Ink and 10,100 single 1040-V Payment Vouchers printed in Pantone Process Blue Ink and Black Ink. Vouchers must be imaged in non-magnetic black ink on the specified stock. The forms must be perforated, bursted (not cut) to produce single vouchers. They will be used for testing on bank voucher equipment. Submit samples no later than the date specified in the schedule. Contractor will be given an approval, conditional approval, or rejection within nine (9) workdays after receipt of voucher at the control banks. Contractor is not authorized to print prior to this receipt of an approval or conditional approval.

Ship 20,000 samples (10,000 sets - 1 set equals one 1040-ES Tax Voucher and one 1040-V Payment Voucher), at the contractor's expense, by an overnight delivery service as follows: (Include one Lockbox Problem Report Form per bank shipment and mark all container labels "TEST SAMPLES for IRS Package 1040-ES/V".)

1,000 sets (Ogden)
 Bank of America, Dept. 5081
 20th Floor, Attn: Tom Mazza
 (415-436-4399)
 1455 Market Street
 San Francisco, CA 94103

1,000 sets (Cincinnati)
 Bank One
 Suite 0975, Attn: Linda Jagminas
 (312-732-9560)
 427 South LaSalle St.
 Chicago, IL 60605

1,000 sets (Holtsville)
 Bank One
 3rd Floor, Attn: Keith Guarneri
 (201-865-5594)
 300 Harmon Meadow Blvd.
 Secaucus, NJ 07094

1,000 sets (Philadelphia)
 Bank One
 1st Floor, Attn: Bill Allsopp
 (610-650-8800)
 1000 Madison Ave., 1st. Floor
 Norristown, PA 19482

2,000 sets (1,000 each Austin & K.C.)
 Firststar Bank
 Attn: Karen Campbell
 (314-418-1630)
 3830 S. Grand
 St. Louis, MO 63118

1,000 sets (Memphis)
 Bank One
 Suite 108, Attn: Prod. Mgr.
 (704-561-7481)
 806 Tyvola Rd.
 Charlotte, NC 28217

1,000 sets (Andover)
 Mellon Bank
 Room 2602, Attn: Ted Sanchious
 (412-236-2823)
 3 Mellon Bank Center
 Pittsburgh, PA 15259

1,000 sets (Fresno)
 Mellon Bank
 Attn: Debbie Slater
 (818-303-3861) Ext 223
 130 E. Huntington Drive
 Monrovia, CA 91016

1,000 sets (Atlanta)
 Bank of America
 Attn: Gabe Rescigno
 (770-907-5670)
 1688 Phoenix Parkway
 College Park, GA 30349

Ship 100 sets (10 of each service center), imaged using the test cartridge to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street, NW, Washington, DC 20401. The container and accompanying documentation must be marked - Attn. I.R.S. Desk, Preproduction Samples, and must include the GPO Jacket Number.

4.6 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of Form, Instruction, and Insert. **Proof provided must be of 1200 DPI Resolution or better.** Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 3 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. One revised proof will be required. Revised proof will be held 2 days from receipt at IRS until made available for pickup.

Submit proofs by traceable means to: Internal Revenue Service, Room 1231, Attn: Terry Costa, OP:FS:M:T:M, 1111 Constitution Avenue, NW, Washington, DC 20224. The container and accompanying documentation must be marked "FORM/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

Section 5 - 1040-ES Instructions:

5.1 Format (6 page folder):

5.1.1 Size: 607 x 276 to 279 mm (23-7/8 x 10-7/8 to 11") folded to 203 x 276 to 279 mm (8 x 10-7/8 to 11") and then must be folded suitably to fit mailer envelope.

5.1.2 Margins: Minimum each page - 10 mm (3/8") head, Center left and right.

5.2 Quantity: 17,000,000.

5.3 Ink: All Pages print in black ink. (See Section 2 for stock)

5.4 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of Form, Instruction, and Insert. **Proof provided must be of 1200 DPI Resolution or better.** Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 3 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. One revised proof will be required. Revised proof will be held 2 days from receipt at IRS until made available for pickup.

Submit proofs by traceable means to: Internal Revenue Service, Room 1231, Attn: Terry Costa, OP:FS:M:T:M, 1111 Constitution Avenue, NW, Washington, DC 20224. The container and accompanying documentation must be marked "FORM/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

Section 6 - Envelope Specifications:

6.1 General: There are 3 different envelopes, 2 styles of the return envelope and 1 mailer envelope, incorporated in the tax package. Some have printed automated sorting codes which will be processed either on equipment at the IRS Service Centers or by the USPS.

6.1.1 Envelope Quality Control Procedures: Contractor must establish and administer a quality assurance program which will ensure return envelopes of the proper quality whether they are produced "in line" or at a subcontractor's site.

6.2 1040-ES Return Envelopes (covered window and Security Print required).

6.2.1 Size: 89 x 216 mm (3-1/2 x 8-1/2").

6.2.2 Quantity: 68,000,000.

6.2.3 Printing: All print face and back in carbon base black ink. No copy changes.

NOTE: All 1040-ES envelopes will have a window. The size and placement of the window is to be determined by the contractor. Envelopes MUST meet Postal Regulations. See Exhibits 2 and 3 for construction options.

6.2.4 Mail Sorting Codes for 1040-ES envelopes.

6.2.4.1 Postal Bar Code: The postal bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the USPS. It is referenced from the bottom and right of the envelope. See USPS Pub. 25.

6.2.4.2 Facing Identification Marks (FIM Bars) are printed in the upper right face of each envelope. They print the same on all envelopes. FIM Bars will be referenced from the right of the envelope. See U.S. Postal Service Publication 25.

6.3 Extended-flap Return Envelopes.

6.3.1 Size: 108 x 229 mm (4-1/4 x 9 inches).

6.3.2 Quantity: 17,000,000. See Exhibit 1 for quantity breakdown.

6.3.3 Printing: Envelopes print Pantone 100 Yellow and carbon based Black ink. There are 10 different printings of envelopes - 1 for each of 10 IRS Service Center addresses.

6.3.4 Construction for extended flap envelope: Manufacture open side with side seams. All envelopes must have a fold at the bottom, the bottom may not be glued. No perforations are allowed on the bottom and top folds. The flap is 64 mm (2-1/2") with a 44 mm (1-3/4") gummed area. Perforate the flap (slit or slot without ink) horizontally 32 mm (1-1/4") from and parallel to the flap fold and vertically in two places 87 mm (3-7/16") from left and right edge of the flap. (See Exhibit 4.)

6.3.5 Mail Sorting Codes for the extended-flap return envelope: The printed automated sorting codes will be processed either on equipment at the IRS Service Centers or by the USPS.

6.3.5.1 IRS Bar Code: The IRS sorting code is comprised of thirty-two full and half-bar configurations and is printed in the center of the face of the envelope and immediately above address. The IRS Bar Code is referenced from the bottom and right of the envelope and must have strict register.

6.3.5.2 Postal Bar Code: The postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the U.S. Postal Service. A Postal Bar Code will print below each of the two addresses on the extended flap. Postal Bar Codes will be stripped in position on the furnished copy.

6.3.5.3 Facing Identification Marks (FIM Bars) are printed in the upper right face of envelope. They print the same on all service center addresses. FIM Bars will be referenced from the right of the envelope. See U.S. Postal Service Publication 25.

6.4 Mailer Envelope (with covered window):

6.4.1 Size: Must not exceed 6-1/8 x 9-3/4".

6.4.2 Quantity: 17,000,000.

6.4.3 Printing: All print face and back in Black ink. Approximately 87,000 require a copy change on the front of the envelope, for International Mail. (See Exhibit 1B)

6.5 Envelope Proofs: Contractor must submit 2 sets of proofs of each service center return envelope and mailer envelope. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Contractor will be given either an approval, conditional approval, or rejection, may be by telephone. Proofs will be withheld 4 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. At Agency request, revised proof may be requested. Revised proof to be held 2 work days from receipt at IRS until made available for pickup by the contractor.

Submit proofs by traceable means to: Internal Revenue Service, Room 1231, Attn: Terry Costa, OP:FS:M:T:M, 1111

Constitution Avenue, NW, Washington, DC 20224. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and include the GPO Jacket Number.

Section 7 - Addressing and Mailing (F.O.B. Contractor's City except for D.O. 96, D.O. 97, and D.O. 98, which are F.O.B. Destination - see Exhibit 1B):

7.1 Furnished Cartridges: IRS will furnish the contractor with address cartridges sorted by zip code. The raw data contained on these cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. The contractor must not run the file against any unique software system. The contractor is responsible for taking the IRS raw data file and, using a licensed NCOA vendor, passing the file against the National Change Of Address (NCOA) file using standard matching logic and providing IRS with magnetic cartridges containing a separate listing of new move addresses and incomplete addresses (nixies). Each new move address must be referenced with its corresponding old address, including the check digit, mail label number, service center code, and package code, to allow comparison by IRS. In addition, contractor must provide all applicable NCOA reports, and provide a printout of 100 records of nixies for analysis, any service center. Send magnetic cartridge(s), NCOA reports, and printout to IRS, Room 1231 Attn: Terry Costa, OP:FS:M:T:M, 1111 Constitution Avenue NW, Washington, DC 20224 by an overnight delivery service, at contractor's expense. The contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. The contractor's software must also be Presort Accuracy Validation & Evaluation (PAVE) certified.

7.1.1 Undeliverables: Nixies, whether true or false, are to be considered undeliverable. Also, addresses changed by NCOA that are new move foreign, no forwarding addresses, or have closed Post Office boxes are to be considered undeliverable. All undeliverables, *approximately 1% of the final quantity*, must be subtracted from the final quantity and may not be included in the quantity billed.

7.1.2 The furnished cartridges are raw unedited mail label record cartridges and will have to be formatted, at the contractor's expense. (See Exhibit 6).

7.1.3 Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished diskette, and merge the new move addresses back into the mail file. There are expected to be approximately 450,000 new move addresses of which approximately 1% will require correction of the service center code.

7.2 Unusable Cartridges: Cartridges received in unusable condition, out of ZIP code sequence, or missing cartridges, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of cartridges, it will be taken that none exists.* The contractor may notify IRS Martinsburg Computer Center (MCC) directly only if there is a physical problem with the cartridges or a cartridge shipment. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of cartridges, if more than 1 box.

7.3 Carrier Route Presort: Contractor is responsible for assigning a portion of the mail file in an approved Carrier Route format (carrying carrier route endorsement and number).

7.3.1 The contractor's software package must also analyze and resequence mail lists for traying optimization. It must provide barcoded tray tags coded to addresses.

7.3.2 In general, the carrier route mail preparation must consist of tying or wrapping packages of ten or more pieces, that are less than a full tray, per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

7.4 Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route will be identified on the printout listings.

7.5 Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

7.6 The contractor must comply with all U.S. Postal Service regulations governing Standard Mail (A).

7.7 Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives or regional pallet team.

7.8 ZIP Code Sequence Within the Service Centers: Contractor must maintain addresses in ZIP code sequence. The first address with either a new five-digit ZIP code, new carrier route, new package or tray must contain change indicators in the City, State Zip Code line.

7.9 The addressed packages will carry a tray number/code.

7.10 ZIP Code Count Listing: The contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation.

7.11 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges, addressing, packing, and staging operations. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, and access to a nearby fax machine for the coordinators. This space will be in an enclosed, secure area adjacent to the labeling/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turn over of packages to the Postal Service.

7.12 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form M-5942 (Exhibit 5). The coordinator will transmit this report every work day to IRS National Office via facsimile transmission. In the absence of the coordinator, the contractor must transmit the report to IRS at Fax No. 202-622-6629. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

7.13 Loading Information: In addition to Daily Production Report, contractor must furnish a copy of postal service loading sheets, as trailers are released.

7.14 Order of Addressing: Addressing may be affected by staging considerations.

7.15 Security Letter: The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-6629, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering FTP://FTP.FEDWORLD.GOV/PUB/IRS-UTL/PUB1075.PDF, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit)

Section 8 - Packing and Loading

8.1 Trays: The Postal Service will furnish trays upon request.

8.2 Loading and Marking: The Postal Service "three tier" Standard Mail (A) will be used for this mailing. Some of the mailing will be in each tier. The current requirements of the Postal Service, as outlined in the Domestic Mail Manual, must be complied with. Special instructions for the International Mail (D.O. 66, 96, 97, 98, and 99) are variable, and are listed in Exhibit 1B.

8.3 Internal Tying: Pieces may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP code direct trays. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

8.4 Standard Mail (A): The Postal Service will verify the total weight of the mailing. PS Form 3602 must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. IRS will not apply for plant load authorization nor optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail (A). The IRS will obtain the USPS bulk mail permit for this mailing.

8.5 Location of Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for the tax package mail. (See Offers Section)

8.6 If truck-trailers (vans) will be needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan.

8.7 USPS Plant-Verified Drop Shipments: Prior to the turn over of the mail to the Postal Service, the contractor MUST submit a proposal for a plant-verified drop shipment procedure for direct shipments to the BMCs and SCFs to take advantage of Postal Service discounts. The proposal must be submitted to the GPO and show the costs involved, the travel times from the mail drop site to the BMC's and/or SCF's, and the postal savings. The costs must include shipping costs, and any administrative costs. The administrative costs are to be expressed in cents per hundred pounds of drop shipment weight. Reimbursement, for the freight and administrative costs, will be made from the contractor's bills of lading that must be submitted with his invoice, and must show the shipping cost and weight of the shipment. If the proposal is accepted, a contract modification will be issued. Reimbursed freight costs will not be subject to any "prompt payment discounts." (See Exhibit 8 - Drop Shipment Format).

Section 9- Quality Systems

9.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

9.1.1 The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

9.1.2 The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

9.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

9.3 Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

9.3.1 All quality control samples must be produced at no additional cost to the Government.

9.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

9.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

9.5 Quality Systems Plan: *The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1.* The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, 27 G St. NW, Washington, D.C. 20401, Attention: IRS Desk. The proposed Quality Systems Plans are subject to Government approval.

9.6 QUALITY ASSURANCE LEVELS AND STANDARDS. - The following levels and standards apply on to the products ordered under these specifications:

Product Quality Levels. -

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

(c) Exceptions for Voucher - Trim size and margins must be maintained within a 2 mm (1/16") variation. The scan line must be held within a tolerance of ± 2 mm (1/16"). Any deviation will be considered a major defect.

Inspection Levels (from MIL-STD-105).-

(a) Non-destructive Tests - General Inspection Level I.

(b) Destructive Tests - Special Inspection Level S-2.

Specified Standard. - The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instruction: In the event the inspection of the press sheets is waived by the Government, the following alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Electronic media, average type dimension in publication.

P-9. Government furnished material, color match for Pantone or Flint Ink Matching Systems.

Section 10 - Production Samples

NOTE: The copies included in A, B, C, D, E and F are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples are to be at the contractors expense, and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

A. QUALITY ASSURANCE RANDOM COPIES - The contractor MUST submit 200 quality assurance copies, imaged, at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Buff stock. The container and its contents shall be recorded separately on all shipping documents and sent to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. IRS PACKAGE SAMPLES: 300 addressed with all components inserted in the mailer envelope, unsealed. The following address information should be used on the samples.

scan line: 123456789 AA 0000 05 2 200112 430

ECRL0T **CR 17
name 99 123-45-6789 AA 987-65-4321 200112
and JAMES A & ANDREA A TAXPAYER
address 16305 Main Avenue N.W.
data: ANYTOWN US 99999

These sets are to be sent using an overnight delivery service to the following 3 addresses:

100 Copies - Internal Revenue Service
Room 1231, Attention: Terry Costa, OP:FS:M:T:M
1111 Constitution Avenue., N.W.
Washington, D.C. 20224

100 Copies - Internal Revenue Service
Room 5562, Attention: John Nelson, OP:FS:F:M
1111 Constitution Avenue., N.W.
Washington, D.C. 20224

100 Copies - Internal Revenue Service
Attention: Doris Bethea, OP:FS:S:C:L
C-5-240
5000 Ellin Rd.
Lanham, MD 20706

C. ENVELOPE SAMPLES: Ship or mail 50 copies of each different envelope to the following address. These samples are to be sent daily as changes are made, using an overnight delivery service.

Internal Revenue Service, Room 1231
Attention: Terry Costa, OP:FS:M:T:M
1111 Constitution Avenue, N.W.
Washington, D.C. 20224

D. 1040-ES AND EXTENDED-FLAP RETURN ENVELOPE SAMPLES: Ship or mail 50 copies of the 1040-ES envelope and 50 copies of the corresponding Extended-flap envelope, at the beginning of production to each of ten addresses (a total of 1,000 envelopes). Each envelope change is to be packed separately in cartons and labeled with the Service Center name and the title "LOCKBOX RETURN ENVELOPE SAMPLES".

Ship 500 sets of the samples (1 set equals one 1040-ES envelope and one Extended-flap envelope), at the contractor's expense, by an overnight delivery service as follows:

50 sets (Ogden)
Bank of America, Dept. 5081
20th Floor, Attn: Tom Mazza
(415-436-4399)
1455 Market Street
San Francisco, CA 94103

50 sets (Cincinnati)
Bank One
Suite 0975, Attn: Linda Jagmanis
(312-732-9560)
427 South LaSalle St.
Chicago, IL 60605

50 sets (Holtsville)
Bank One
3rd Floor, Attn: Keith Guarneri
(201-865-5594)
300 Harmon Meadow Blvd.
Secaucus, NJ 07094

50 sets (Philadelphia)
Bank One
1st Floor, Attn: Bill Allsopp
(610-650-8800)
1000 Madison Ave., 1st. Floor
Norristown, PA 19482

100 sets (50 each Austin & K.C.)
Firststar Bank
Attn: Karen Campbell
(314-418-1630)
3830 S. Grand
St. Louis, MO 63118

50 sets (Memphis)
Bank One
Suite 108, Attn: Prod. Mgr.
(704-561-7481)
806 Tyvola Rd.
Charlotte, NC 28217

50 sets (Andover)
Mellon Bank
Room 2602, Attn: Ted Sanchious
(412-236-2823)
3 Mellon Bank Center
Pittsburgh, PA 15259

50 sets (Fresno)
Mellon Bank
Attn: Debbie Slater
(818-303-3861) Ext 223
130 E. Huntington Drive
Monrovia, CA 91016

50 sets (Atlanta)
Bank of America
Attn: Gabe Rescigno
(770-907-5670)
1688 Phoenix Parkway
College Park, GA 30349

E. PACKAGE SAMPLES: Ship or mail 285 unimaged packages, with neither envelopes nor labels, to two destinations as follows:

270 copies - U.S. Government Printing Office
(each) Depository Receiving Station
M/F: Depository Copies - Item 0964-E
Jackson Alley, Room A-150
Washington, D.C. 20401

15 copies - Library of Congress, Madison Building
(each) Anglo-American Acquisitions Division
Government Documents Section
M/F: File Copies
C Street (between St.. & 2nd), SE
Washington, DC 20540

F. PACKAGE SAMPLES: Ship or mail 2 imaged packages, to: U. S. Government Printing Office, Stop PPP, Room C-817, 27 G Street, NW, Washington, DC 20401, M/F Attention I.R.S. Desk.

Section 11 - OFFERS

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications.

Transportation and mail costs will NOT be used as a factor in the basis of award.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder MUST submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

11.1 17,000,000 mailer packages require: 1) printing, imaging, and folding 1040-ES 4-up voucher sets; 2) printing, imaging and folding 1040-V vouchers/instructions; 3) printing and folding 1040-ES instructions; 4) manufacturing and printing 1040-ES envelopes (68,000,000 total 1040-ES envelopes); (5) manufacturing and printing extended-flap envelopes; and 6) manufacturing and printing mailer envelopes. A completed package requires inserting one 1040-ES 4-up voucher set, one 1040-V voucher/instruction, one 1040-ES instruction, four 1040-ES envelopes, and one extended-flap envelope into a mailer envelope, to be sorted and turned over to USPS.

\$ _____

11.2 Prices for scheduled quantity changes
(A price must be submitted for each applicable line item)

"ADDITIONAL RATES"

- 11.2.1 Printing, imaging, and folding 1040-ES 4-up voucher sets.....per 1,000.\$ _____
- 11.2.2 Printing, imaging, and folding 1040-V voucher/instructions.....per 1,000.\$ _____
- 11.2.3 Printing and folding 1040-ES instructions.....per 1,000.\$ _____
- 11.2.4 Manufacturing and printing 1040-ES envelopes.....per 1,000.\$ _____
- 11.2.5 Manufacturing and printing extended-flap envelopes.....per 1,000.\$ _____
- 11.2.6 Manufacturing and printing mailer envelopes.....per 1,000.\$ _____
- 11.2.7 Inserting voucher sets, instructions, and return envelopes into a mailer envelope
.....per 1,000.\$ _____
- 11.2.8 Packing, storing, staging and turnover of packages.....per 1,000.\$ _____
- 11.2.9 Passing records through NCOA.....per 1,000..\$ _____

(Initials)

11.3 Type of addressing equipment that will be used.

11.4 Name, address, contact person, and phone number of subcontractors, if any, and what they will perform on this contract:

Imaging:

Inserting:

Envelope Manufacturers:

11.5 Post Office for entry of mail packages (Standard Mail (A)):

City

, State

 ZIP Code

Bidder must fill out, sign or initial as indicated, pages 17 and 18 of these specifications and return them attached to GPO Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Name of Firm

Signature of Bidder